



AGENDA
Lynnwood Planning Commission
Meeting
Thursday, December 10, 2020 — 6:30 pm
Online via Zoom

A. CALL TO ORDER – ROLL CALL

B. APPROVAL OF MINUTES

1. October 22, 2020

C. PUBLIC COMMENTS – (on matters not scheduled for discussion or public hearing on tonight's agenda) Note: Individuals wishing to offer a comment on a non-hearing agenda item, at the discretion of the Chair, may be invited to speak later in the agenda, during the Commission's discussion of the matter. Individuals wishing to comment on the record on matters scheduled for a public hearing will be invited to do so during the hearing.

D. PUBLIC HEARINGS

E. WORK SESSION TOPICS

1. Housing Action Plan Potential Strategies
2. 2021 Planning Commission Work Plan

F. OTHER BUSINESS

1. Appreciation of Service for Mike Wojack
2. Appreciation of Service for Chad Braithwaite

G. COUNCIL LIAISON REPORT

H. PLANNING MANAGER'S REPORT

I. COMMISSIONERS' COMMENTS

J. ADJOURNMENT

The public is invited to attend and participate in this public meeting. Parking and meeting rooms are accessible to persons with disabilities. Upon reasonable notice to the City Clerk's office (425) 670-5161, the City will make reasonable effort to accommodate those who need special assistance to attend this meeting.

Joining Planning Commission via Zoom

How the Meeting Will Work

Virtual Planning Commission Meetings will be held via Zoom Webinar. The Community Development Department is hosting the meeting, the Lynnwood Planning Commission are the Panelists, and Lynnwood residents and members of the public – as well as City staff or guest presenters – are attendees. Webinar attendees do not interact with one another; they join in listen-only mode, and the host can unmute one or more attendees as needed.

Meeting Links and Numbers

- **Join from a PC, Mac, iPad, iPhone or Android device:**
 - Download the Zoom Client at: <https://zoom.us/download>.
 - Use Zoom Version 5.0.4 (25694.0524) or later.
 - Please click this URL to join: <https://lynnwoodwa.zoom.us/j/86845449811>
- **Or join by phone:** +1 253 215 8782
Webinar ID: 868 4544 9811

How to Provide Public Comments

The Community Development Department is accepting public comments on behalf of the Planning Commission via Email.

- **Email:** Please add the Planning Commission meeting date in the subject line or in body of the text message such as in the examples below.
 - Send Email to: planning@LynnwoodWA.gov
 - Subject Line: Public Comment for the 6/25/20 Planning Commission Meeting
- **Live Public Comment:** If you are unable to provide a written comment, you may join the webinar as an attendee to comment during the public comment period. Public participation guidelines are provided at the bottom of this page.

Participation Guidelines

Below are recommendations for attendees in meetings conducted via Zoom Webinar.

- **Identification:** Upon entering the webinar, please enter your name or other preferred identifier, so that the host can call on you during the public comment period.
- **Raise Hand (see link below for instructions):** You have the ability to virtually raise your hand for the duration of the webinar, but you will not be acknowledged and your mic will remain muted until you are called on during the public comment period.
<https://www.lynnwoodwa.gov/files/sharedassets/public/city-council/business-meeting-agendas/raising-hand-in-zoom.pdf>
- **Public Comment Period:** Use “Raise Hand” to be called upon by the host. The host will unmute your mic and you will have the ability to share your comment. Each speaker is allowed up to five (5) minutes.
- **Use headphones/mic** for better sound quality and less background noise.

**CITY OF LYNNWOOD
PLANNING COMMISSION MINUTES
October 22, 2020 Meeting**

Commissioners Present:	Staff Present:
Chad Braithwaite, Chair	Ashley Winchell, Planning Mgr.
Layla Bush, Second Vice Chair	Kristin Holdsworth, Senior Planner
Aaron Lum	
Adam Segalla	
Patrick Robinson	
Michael Wojack	
Commissioners Absent:	
Chris Eck, First Vice Chair	

Call to Order

The meeting was called to order by Chair Braithwaite at 7:00 p.m.

Approval of Minutes

1. Approval of Minutes of the August 27, 2020 Meeting

Motion made by Chair Braithwaite, seconded by Commissioner Bush, to approve the minutes of the August 27, 2020 Planning Commission meeting as presented. Motion passed unanimously (6-0).

Citizen Comments

None

Public Hearing

Work Session

1. Housing Action Plan Update

Senior Planner Holdsworth provided an update on the Lynnwood Housing Action Plan. Comments and questions regarding commissioners' vision of how housing in Lynnwood should develop.

Other Business

None

1 **Council Liaison Report**

2
3 None

4
5 **Planning Manager's Report**

6
7 Planning Manager Winchell had the following comments:

- 8 • Community Development, Economic Development, and part of Public
9 Works will be combining to form to a new department called Development
10 and Business Services. There will be a lot of code changes, plan changes,
11 and potential changes in Planning Commission rules and scope related to
12 this name change. This is an opportunity for the Planning Commission to
13 consider any other desired changes to its rules and regulations.
14 • Staff presented their budget to City Council last night. The budget is
15 available online.

16
17 **Commissioners' Comments**

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19 None

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21 **Adjournment**

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23 The meeting was adjourned at 7:50 p.m.

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25
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27 _____
28 Chad Braithwaite, Chair

Topic: Housing Action Plan

Agenda Item: E.1

Staff Report

- Public Hearing
- Work Session
- Other Business
- Information
- Miscellaneous

Staff Contact: Kristen Holdsworth, AICP, Senior Planner, Community Development

Summary

Staff will provide updates to the Planning Commission on the creation of Lynnwood's Housing Action Plan. At this meeting staff will present the "first pass" list of strategies that we are further evaluating for inclusion into the draft Housing Action Plan. Staff will also provide an update on public outreach and engagement efforts.

Staff is currently in the process of analyzing strategies. Due to the timing of when this staff report was due, we are unable to provide many substantive details about the "first pass" of strategies at this time. We will provide further updates at the upcoming Planning Commission meeting.

Project Background

In Fall 2019, the City of Lynnwood applied for and received a \$100,000 grant from the Department of Commerce (under ES2HB 1923) to develop a Housing Action Plan. The Housing Action Plan will identify strategies and implementing actions that promote more housing diversity, affordability, and access to opportunity for residents of all income levels. Please refer to previous staff reports and the project website (www.lynnwoodwa.gov/housingactionplan) for additional background information.

Housing Action Plan Goals and Strategies

The Housing Action Plan has four goals:

1. **PRODUCE.** Produce housing that meets the needs of the community.
2. **PRESERVE.** Preserve existing housing that is affordable and safe so that people can stay in Lynnwood.
3. **PARTNER.** Partner with housing educators, providers, and other groups to find equitable housing solutions and remove systemic barriers.
4. **PREPARE.** Prepare for continued growth and increase quality of life in Lynnwood.

A series of strategies and actions will support each goal. A "universe of potential strategies" was originally assembled for consideration (this was discussed at the November 12, 2020 Planning Commission meeting and included in the materials for that meeting).

The “universe of strategies” has subsequently been narrowed down for further evaluation. The “first pass” list of strategies will be further evaluated by staff for inclusion in the Housing Action Plan. The final list of strategies will also be informed by our public engagement efforts, including input from the Stakeholder Advisory Group.

In order to be included in the “first pass” list of strategies for further consideration, a strategy needed to meet three out of the five criteria:

1. **The strategy maintains or increases a diversity of housing types.**
The Housing Needs Assessment identified that the overwhelming majority of Lynnwood housing consists of two types of units: single family homes and small units in larger apartment complexes. Lynnwood needs more units that provide opportunities for ownership, can accommodate larger families, and can promote “aging in place” for older residents.
2. **The strategy supports/aligns with existing regional efforts (HART, MPPs, and ST).** There are several regional efforts underway that Lynnwood should continue to support, including the Snohomish County HART report recommendations, PSRC Vision 2050 Housing Element Multicounty Planning Policies, and Sound Transit’s TOD Housing Policy.
3. **The strategy creates or preserves a “medium” or “high” amount of units.** Lynnwood needs about 10,000 additional housing units by 2044. While every additional unit helps meet this goal, some strategies have the potential to create more units (or preserve existing affordable units) than others.
4. **The strategy is feasible and appropriate for Lynnwood.** As previously discussed, the strategies were identified through a variety of sources. It is important that the strategies can be successful Lynnwood. This evaluation criteria was based on the level of effort and cost to implement a strategy, whether it met a specific need, and feedback we received through public engagement. Priority was given to strategies that ranked “medium” or “high.”
5. **The strategy addresses the needs of renters and BIPOC community members.** Some strategies may not directly produce housing but address historic housing discrimination or future threats of displacement.

Once strategies have been identified for inclusion into the Housing Action Plan, each strategy will be tailored to Lynnwood’s specific needs.

At the end of 2020, the Consultants will provide a draft Housing Action Plan for City review. The City will conduct a final round of public engagement in early 2021 to announce the draft plan.

Public Engagement and Outreach

The Housing Action Plan project consists of five main strategies for public engagement: 1) Outreach and Communications; 2) Community Stakeholder Engagement; 3) Boards and Commissions; 4) City Council; and 5) Coordination with Other Jurisdictions. (Previous staff reports include additional details about each of these engagement methods).

The City hosted a second round of public engagement, which was extended through December 4. This round of public engagement includes video presentations and surveys, which are available in English, Spanish, and Korean. As of December 2, 2020, we have received 630 responses to the survey (382 online responses and 248 paper responses).

Next Steps

Immediate next steps for this project include:

- December 7 – FYI Memo to Lynnwood elected officials
- December 16 – Stakeholder Advisory Group Meeting #4
- December (TBD) – Second December memo update will be sent to Lynnwood elected officials and posted on the project website

**Topic: 2021 Planning Commission
Workplan**

Agenda Item: E.2

Staff Memo

Staff Contact: Ashley Winchell, Planning Manager

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- Public Hearing
-
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- Work Session
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- Other Business
-
-
- Information
-
-
- Miscellaneous

Summary

Each year the Planning Division of the Community Development Department presents a proposed work plan to the Planning Commission. Staff anticipates adoption of the Housing Action Plan and South Lynnwood Neighborhood Plan in 2021. Planning for the 2024 Comprehensive Plan update will be underway in 2021. Major projects for review by the Planning Commission are detailed in the attached work plan.

The work plan divides the year into four quarters and outlines the projects proposed for review during that time. The work plan also identifies whether the item is a work session or public hearing item. The work plan outlines the general timing and schedule of each item, although this is subject to change as the item progresses.

A total of 22 Planning Commission meetings are scheduled for 2021. Planning Commission will also review all scheduled meeting dates and determine if any specific dates should be cancelled in advance to accommodate holidays or scheduling conflicts. A few dates to consider:

- Should a meeting in August be cancelled to accommodate vacations?
- Should a meeting be scheduled in November? The 2nd and 4th Thursdays of November fall on holidays.

Planning Commission Options

Adopt the 2021 Planning Commission Work Plan

1. Adopt the 2021 Planning Commission Work Plan with revisions
2. Reject the 2021 Planning Commission Work Plan

Recommended Action

Staff recommends approval of the 2021 Planning Commission Work Plan.

Attachments

- A. 2021 Planning Commission Workplan
- B. 2021 Planning Commission meeting schedule
- C. 5-year Planning Division Work Plan

2020 Planning Commission Work Session

Quarter One (January - March)	Item Description	Meeting Type	Tentative Date	Department / Division
2020 Annual Report	Presentation of 2020 accomplishments.	Work Session	January 14, 2021	Planning
Planning Commission Rules and Scope Update	Changes to Rules and Scope to reflect new Development and Business Services Department.	Other Business	January 14, 2021	Planning
Election of Officers	Election of Chair, First Vice-Chair and Second Vice-Chair.	Work Session	January 28, 2021	Planning
Housing Action Plan Briefing	Work session will provide an overview and solicit Planning Commission feedback in preparation for Public Hearing.	Work Session	January 28, 2021	Planning
Housing Action Plan Briefing	Work session will provide an overview and solicit Planning Commission feedback in preparation for Public Hearing.	Work Session	February 11, 2021	Planning
Housing Action Plan Adoption	Public hearing will review and make a recommendation to City Council regarding proposed Housing Action Plan.	Public Hearing	February 25, 2021	Planning
South Lynnwood Neighborhood Plan Briefing	Work session will provide an overview and solicit Planning Commission feedback.	Work Session	March 11, 2021	Planning
Regional Growth Center Planning Introduction	Presentation of planning efforts in the Regional Growth Center including streetscape requirements, EIS and Planned Action Ordinance, ST3 Extension, and design guidelines.	Work Session	March 25, 2021	Planning & Economic Development
City Center Environmental Impact Statement	Discuss and consider development scenarios and preferred build out potentials in City Center area.	Work Session	March 25, 2021	Economic Development

2020 Planning Commission Work Session

Quarter Two (April - June)	Item Description	Meeting Type	Tentative Date	Department / Division
2024 Comprehensive Plan Update Launch	Presentation of draft schedule and scope. Presentation of Countywide Planning Policies and their impacts on comprehensive planning in Lynnwood.	Work Session	April 8, 2021	Planning
Review Annual Comprehensive Plan Amendment List	Annual opportunity for the public to propose amendments to the Comprehensive Plan.	Work Session	April 22, 2021	Planning
Connect Lynnwood Adoption	Work session will provide an overview and solicit Planning Commission feedback. Public hearing will review and make a recommendation to City Council regarding proposed Connect Lynnwood Plan.	Work Session and Public Hearing	TBD	Public Works
Annual Comprehensive Plan Amendment	Work session to present and discuss proposed Comprehensive Plan Amendments for future recommendation.	Work Session	TBD	Planning
Capital Facilities Plan and Transportation Improvement Plan	The CFP is a six year plan of anticipated capital projects with estimated costs and proposed methods of financing that is updated annually. The TIP is a six year plan of anticipated transportation projects with estimated costs and proposed methods of financing that is updated annually.	Work Session	May 13, 2021	Public Works
South Lynnwood Neighborhood Plan Briefing	Work session will provide an overview and solicit Planning Commission feedback.	Work Session	May 13, 2021	Planning
Miscellaneous Code Amendment	Work session to present code amendments aimed to increase clarity and fix errors in preparation for Public Hearing.	Work Session	June 10, 2021	Planning

2020 Planning Commission Work Session

City Center Planned Action Ordinance	Public hearing will review and make a recommendation to City Council regarding proposed changes to City Center plans and regulations.	Public Hearing	TBD	Economic Development
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2020 Planning Commission Work Session

Quarter Three (July - September)	Item Description	Meeting Type	Tentative Date	Department / Division
Annual Comprehensive Plan Amendment	Public hearing to consider proposed Comprehensive Plan Amendments.	Public Hearing	TBD	Planning
2024 Comprehensive Plan Update Briefing	Work session will provide an update on progress to-date and solicit Planning Commission feedback	Work Session	TBD	Planning
South Lynnwood Neighborhood Plan update	Work session will provide an overview and solicit Planning Commission feedback in preparation for Public Hearing.	Work Session	TBD	Planning
South Lynnwood Neighborhood Plan Adoption	Work session will provide an overview and solicit Planning Commission feedback. Public hearing will review and make a recommendation to City Council regarding proposed South Lynnwood Neighborhood Plan.	Public Hearing	TBD	Planning
Housing Code Amendments	Presentation of proposed code updates to implement some Housing Action Plan recommendations.	Work Session	TBD	Planning
Housing Code Amendments	Public hearing will review and make a recommendation to City Council regarding proposed changes to City Center plans and regulations.	Public Hearing	TBD	Planning
City Center Updates	Update on development and projects in the City Center.	Work Session	TBD	Economic Development
Sound Transit Updates	Update on ST2 progress and ST3 planning.	Work Session	TBD	Planning & Economic Development

2020 Planning Commission Work Session

Quarter Four (October - December)	Item Description	Meeting Type	Tentative Date	Department / Division
Miscellaneous Code Amendment	Public hearing to make recommendation to City Council on code amendments aimed to increase clarity and fix errors.	Public Hearing	TBD	Planning
PARC Plan Adoption	Work session will provide an overview and solicit Planning Commission feedback. Public hearing will review and make a recommendation to City Council regarding proposed Housing Action Plan.	Work Session and Public Hearing	Parks	Parks
Comprehensive Plan Briefing	Overview of current status of the Comprehensive Plan. Presentation of proposed format and elements.	Work Session	TBD	Planning
Work Plan 2022	Presentation of 2022 Work Plan.	Work Session	December 10, 2019	Planning

2020 Planning Commission Work Session

To Be Determined	Item Description	Meeting Type	Tentative Date	Department / Division
Planned Facilities District (PFD) Master Plan	Work session will provide an overview and solicit Planning Commission feedback.	Work Session	TBD	Economic Development & Convention Center
Interim Regional Growth Center Regulations	Creation of interim regulations for RGC. May include zoning controls, design guidelines, streetscape plans and the like. Work session will provide an overview and solicit Planning Commission feedback. Public hearing will review and make a recommendation to City Council regarding proposed interim regulations.	Work Session and Public Hearing	TBD	Planning & Economic Development

PLANNING DIVISION WORK PLAN 2019-2024			2019				2020				2021				2022				2023				2024							
Project	Description / Number		Q1	Q2	Q3	Q4																								
LONG-RANGE PLANNING - MAIN FUNCTIONS																														
1	Comprehensive Plan																													
a	<i>Comprehensive Plan Update</i>	Review and update of comprehensive plan as required every 8 years.																												
b	<i>Comp Plan Implementation</i>	Implementation of comp plan strategies and policies to meet goals.																												
c	<i>Comprehensive Plan Review</i>	Review existing comp plan and track implementation.																												
d	<i>Housing Action Plan</i>	Creation of a Housing Action Plan to respond to changing housing needs of community.																												
e	<i>Buildable Lands</i>	Collaboration with SnoCo on required periodic buildable lands update.																												
2	Sub Area Planning																													
a	<i>South Lynnwood Sub-Area Plan</i>	Creation of sub-area plan to make recommendations on future actions with the aim of improving neighborhood outcomes.																												
b	<i>College Area Sub-Area Plan</i>	Review, updates (as needed), and implementation.																												
c	<i>Highway 99 Sub-Area Plan</i>	Review, updates (as needed), and implementation.																												
d	<i>City Center Sub-Area Plan</i>	Review, updates (as needed), and implementation.																												
e	<i>City Center Planned Action / EIS</i>	Update CC Planned Action to streamline future development and provide assurances.																												
3	Regional Growth Center																													
a	<i>Interim RGC regulations</i>	Enact interim regulations over RGC. Pull design guidelines and streetscapes from CC.																												
b	<i>RGC Subarea Planning</i>	Review code and policies for potential revision to achieve implementation.																												

PLANNING DIVISION WORK PLAN 2019-2024			2019				2020				2021				2022				2023				2024			
Project	Description / Number	Q1	Q2	Q3	Q4																					
c	<i>EIS / Planned Action</i>																									
4	Sound Transit																									
a	<i>ST2 Coordination</i>																									
b	<i>ST3 Coordination</i>																									

PLANNING DIVISION WORK PLAN 2019-2024			2019				2020				2021				2022				2023				2024			
Project	Description / Number	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
5	Zoning and Development Codes																									
a	<i>Title 21 Amendments</i> Rewrite of Title 21 Zoning and other titles specific to land use to meet Lynnwood's current and future needs.																									
6	Budget Prepare biennium budgets.																									
7	County and Regional Planning Efforts																									
a	<i>Snohomish County Tomorrow</i> Participation in regional planning efforts.	o n g o i n g																								
b	<i>Snohomish County Cities</i> Participation in regional planning efforts.	o n g o i n g																								
8	Strategic Planning Efforts Participation in citywide Strategic Planning Committee. Strategic priorities for 2018-2022.	o n g o i n g																								
9	Planning Commission Liason Main point of contact for PC. Prepares dockets, schedules meetings, coordinates staff and reviews	o n g o i n g																								
a	<i>Update Bylaws</i> Review and update bylaws.																									
b	<i>Yearly Work Plans & Annual Reporting</i>																									
10	Major Projects Collaboration with interdepartmental team for issue identification and resolution.	o n g o i n g																								
11	Yearly Work Plans Review, amend and adopt yearly workplans																									

PLANNING DIVISION WORK PLAN 2019-2024			2019				2020				2021				2022				2023				2024			
Project	Description / Number	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
CURRENT PLANNING - MAIN FUNCTIONS																										
1	Pre-Dev Meetings	Review and provide comments regarding potential development projects. 2019 (20)																								
2	Land Use Application Process Improvements	Creation of SOPs, establishing improved internal review process, etc. Part of larger DBS Process																								
3	Customer Service	Answer phone calls, provide assistance at the permit counter, etc.																								
4	Land Use Applications	Processing and review of land use applications.																								
a	<i>PDRs in CC (LMC 21.25)</i>	2014 (2); 2015 (0); 2016 (1); 2017 (0); 2018 (0); 2019 (1); 2020 (4)																								
b	<i>PDRs in all other areas (LMC 21.25)</i>	2014 (5); 2015 (6); 2016 (12); 2017 (11); 2018 (9); 2019 (7); 2020 (10)																								
c	<i>Rezoning (LMC 21.22)</i>	2014 (1); 2015 (0); 2016 (9); 2017 (3); 2018 (2); 2019 (0); 2020 (1)																								
d	<i>Conditional Use Permits (LMC 21.24)</i>	2014 (3); 2015 (2); 2016 (4); 2017 (0); 2018 (0); 2019 (1); 2020 (1)																								
e	<i>Planned Unit Developments (LMC 21.30)</i>	2014 (0); 2015 (0); 2016 (0); 2017 (0); 2018 (0); 2019 (0); 2020 (1)																								
f	<i>Development Agreements</i>	2014 (2); 2015 (0); 2016 (0); 2017 (0); 2018 (0); 2019 (4); 2020 (1)																								
g	<i>Variance (LMC 21.26)</i>	2014 (0); 2015 (1); 2016 (0); 2017 (0); 2018 (1); 2019 (0); 2020 (0)																								
h	<i>Accessory Dwelling Units (LMC 21.42.110(G))</i>	2014 (0); 2015 (2); 2016 (4); 2017 (12); 2018 (5); 2019 (4); 2020 (7)																								
i	<i>Annexation</i>	2014 (0); 2015 (0); 2016 (0); 2017 (1); 2018 (0);																								
j	<i>SEPA Review (LMC 17.02)</i>	2014 (18); 2015 (15); 2016 (29); 2017 (22); 2018 (14); 2019 (10); 2020 (11)																								
k	<i>Parking Reductions (LMC 21.18.850)</i>	2014 (3); 2015 (4); 2016 (0); 2017 (0); 2018 (4); 2019 (1); 2020 (3)																								

PLANNING DIVISION WORK PLAN 2019-2024			2019				2020				2021				2022				2023				2024			
Project	Description / Number		Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
l	Short Subdivision (LMC 19.50)	2014 (9); 2015 (5); 2016 (4); 2017 (10); 2018 (7); 2019 (3); 2020 (7)	o				n				g				o				i				n			
m	Subdivisions (LMC 19.20 & 19.25)	2014 (1); 2015 (3); 2016 (2); 2017 (0); 2018 (1); 2019 (0); 2020 (2)	o				n				g				o				i				n			
n	Boundary Line Adjustment (LMC 19.55)	2014 (4); 2015 (4); 2016 (3); 2017 (12); 2018 (2); 2019 (1); 2020 (0)	o				n				g				o				i				n			
o	Binding Site Plan	2014 (1); 2015 (0); 2016 (0); 2017 (0); 2018 (1); 2019 (1); 2020 (0)	o				n				g				o				i				n			
p	Wireless Comm Facility	2014 (1); 2015 (0); 2016 (0); 2017 (0); 2018 (0); 2019 (0); 2020 (0)	o				n				g				o				i				n			
q	Miscellaneous	2014 (0); 2015 (2); 2016 (0); 2017 (0); 2018 (2); 2019 (0); 2020 (0)	o				n				g				o				i				n			
r	Essential Public Facility	2014 (0); 2015 (0); 2016 (0); 2017 (0); 2018 (0); 2019 (0); 2020 (1)	o				n				g				o				i				n			
s	Administrative Amendment	2014 (0); 2015 (0); 2016 (0); 2017 (0); 2018 (1); 2019 (1); 2020 (1)	o				n				g				o				i				n			
t	Comp Plan Amendment	2014 (2); 2015 (1); 2016 (10); 2017 (3); 2018 (1); 2019 (0); 2020 (0)	o				n				g				o				i				n			
5	Addressing	Assign addresses and suite numbers. Communicate addresses internally, USPS, and customers.	o				n				g				o				i				n			
6	Permit Review	Permit review for new construction, tenant improvements, signs, etc.	o				n				g				o				i				n			
7	Business License Review	Review applications for business license.	o				n				g				o				i				n			

2020 Planning Commission Schedule

Month	Date	Column1
January	14	
January	28	
February	11	
February	25	
March	11	
March	25	
April	8	
April	22	
May	13	
May	27	
June	10	
June	24	
July	8	
July	22	
August	12	
August	26	
September	9	
September	23	
October	14	
October	28	
November	11	Veteran's Day
November	25	Thanksgiving
November make up meeting depending on need?		
December	9	
December	23	Holidays



TO: Planning Commission

FROM: David Kleitsch, Interim Community Development Director
Ashley Winchell, Community Planning Manager

DATE: December 10, 2020

SUBJECT: Director and Planning Manager’s Report

New Land Use Applications

The Planning Division has received the following land use applications for review since the last Planning Commission Meeting:

- **Community Justice Center:** Mackenzie c/o Michael Chen submitted an applications for Project Design Review, Essential Public Facility, and SEPA in Zone City Center-Core (CC-C), to allow for the construction of a 84,735 SF building containing a Police Station, jail, offices and court facilities on about 3 acres generally located at the northeast corner of 44th Ave W and 196th St SW. Associated land use applications include PR-000667-2020, PDR-009674-2020, EPF-009677-2020, and ERC-009679-2020.

2021-2022 Budget and Development and Business Services

The 2021-2022 Budget was approved by City Council on November 23, 2020. The budget includes the framework for the creation of the Development and Business Services Department. On December 14, 2020 City Council will consider an ordinance for adoption formalizing the creation of the Development and Business Services Department.

Q1 2021 Planning Commission Schedule

2020 Annual Report	Work Session	January 14, 2021
Planning Commission Rules and Scope Update	Other Business	January 14, 2021
Election of Officers	Work Session	January 28, 2021
Housing Action Plan Briefing	Work Session	January 28, 2021
Housing Action Plan Briefing	Work Session	February 11, 2021
Housing Action Plan Adoption	Public Hearing	February 25, 2021